



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the October 23rd, 2023, Regular Council Meeting Minutes

RECOMMENDATION:

That Council adopts the October 23rd, 2023, Regular Council Meeting minutes as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X Available ___ Nil ___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act Revised Statutes of Alberta, 2000, Chapter M-26, Division 9, Part 6, Section 208 Performance of major administrative duties. 'The chief administrative officer must ensure that the minutes of each council meeting are given to council for adoption at a subsequent council meeting.'

STRATEGIC RELEVANCE:

Following MGA requirements

DESIRED OUTCOME(S):

That the October 23rd, 2023, minutes accurately reflect Council's decision and direction at its Regular Meeting.

RESPONSE OPTIONS:

The minutes presented are the unapproved record of the October 23rd, 2023, regular Council Meeting and are presented for adoption, or adoption as amended, by Council. Minutes were emailed out to Council on November 6th, with no changes indicated at the time of this report.

PREFERRED STRATEGY:

That Council adopts the October 23rd, 2023, Regular Council Meeting minutes.

IMPLICATIONS OF RECOMMENDATION:

Permanent management and storage of Minutes.

GENERAL:

Historical; permanent record for future review.

ORGANIZATIONAL:

Legislative department ensuring the documents are properly handled.

FOLLOW UP ACTION:

The Minutes will be printed, signed by the Mayor and CAO, and placed in a secure location for long term storage.

CAO reviews minutes with management team to determine action items and identify follow up tasks.

Review at regular Manager's Meetings to ensure tasks are being completed.

COMMUNICATION:

The approved minutes will be posted onto the town's website for public viewing.

OTHER COMMENTS:

Minutes for the past several years are available for public viewing on the website.

Presented at the November 14th, 2023, Regular Council Meeting for the Town of Penhold



CAO

Town of Penhold



REGULAR MEETING MINUTES

October 23rd, 2023
Town Council Chambers

Mayor:

Mike Yargeau

Councillors:

Teresa Cunningham
Cameron Galisky
Shawn Hamm

Shaun Kranenborg
Tyrone Muller

Absent:

Councillor Denson

Staff:

Rick Binnendyk, CAO
Bonnie Stearns, Exec
Asst.

Guests:

Josephine Michaluk, Resident
Lori Wolfe, Resident
Chris Wolfe, Resident

Mayor Yargeau called the meeting to order at 6:01 pm.

1. CALL TO ORDER - Mayor

1.1 Addition & Deletions to Agenda

Remove New Business: 7.1 2023 – 2033 Mutual Assistance Agreement between the Town of Penhold and Town of Innisfail

1.2 Adoption of the Agenda

2023-327

Councillor Hamm moved to accept the October 23rd, 2023; Regular Council meeting agenda as presented.

CARRIED UNANIMOUSLY

2. ADOPTION OF PREVIOUS MINUTES

2.1 Adoption of the Oct. 10th, 2023, Regular Council Meeting Minutes

2023-328

Councillor Cunningham moved to accept the Oct. 10th, 2023; Regular Council meeting minutes as presented.

CARRIED UNANIMOUSLY

3. BUSINESS ARISING OUT OF THE MINUTES

2023-329

Councillor Kranenborg moved that Council accept the listed Business Arising out of the Minutes as information.

CARRIED UNANIMOUSLY

4. PUBLIC HEARING

5. PRESENTATIONS & DELEGATIONS

6. REPORTS

6.1. Financial

6.1. a. Monthly Accounts for Online Payments and Payments from Oct. 4 - 18, 2023

2023-330

Councillor Muller moved that Council receives the Monthly Accounts for Online Payments from Oct. 4 - 18, 2023, as presented.

CARRIED UNANIMOUSLY

6.2 CAO Report – Rick Binnendyk

- Distributed in Council Package

2023-331

Councillor Hamm moved to accept the CAO's report as information.

CARRIED UNANIMOUSLY

6.3 Community Services – Jennifer Blaylock

- Distributed in Council Package

2023-332

Councillor Galisky moved to accept the Community Services monthly report as information.

CARRIED UNANIMOUSLY

6.4 Fire & Protective Services – Sean Pendergast

- Distributed in Council Package

2023-333

Councillor Cunningham moved to accept the Fire & Protective Services monthly report as information.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Photocopier Lease Extension

2023-334

Councillor Muller moved that Council supports Administration extending the current photocopier lease until December 2025.

CARRIED UNANIMOUSLY

8. OUTSTANDING BUSINESS

9. REPORTS from COUNCIL BOARDS and COMMITTEES (Formal Reports)

10. BYLAW(s)

10.1 Bylaw 818/2023 Responsible Pet Ownership Bylaw – Second & possible 3rd Reading

2023-335

Councillor Galisky moved that Council moves to give second reading Bylaw 818/2023 being the Responsible Pet Ownership Bylaw.

CARRIED UNANIMOUSLY

2023-336

Councillor Hamm moved that Council moves to give third and final reading of Bylaw 818/2023 being the Responsible Pet Ownership Bylaw.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE and INFORMATION

11.1 General Correspondence

2023-337

Councillor Cunningham moved that Council receives the correspondence for information as presented.

CARRIED UNANIMOUSLY

12. COUNCIL ROUND TABLE – Information no action

Mayor and Councillors reported on meetings they have attended on behalf of the Town of Penhold.

2023-338

Councillor Hamm moved that Council accepts the reports as information.

CARRIED UNANIMOUSLY

13. QUESTIONS from the GALLERY

Questions and discussion occurred.

14. CLOSED SESSION

15. ADJOURNMENT

2023-339

Councillor Muller moved to adjourn the Council Meeting at 6:41 p.m.

CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Adoption of the October 23rd, 2023, Organizational Meeting Minutes

RECOMMENDATION:

That Council adopts the October 23rd, 2023, Organizational Meeting minutes as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X Available ___ Nil ___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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STRATEGIC RELEVANCE:

Following MGA requirements

DESIRED OUTCOME(S):

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RESPONSE OPTIONS:

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Minutes were emailed out to Council on November 6th, with no changes indicated at the time of this report.

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Legislative department ensuring the documents are properly handled.

FOLLOW UP ACTION:

The Minutes will be printed, signed by the Mayor and CAO, and placed in a secure location for long term storage.

CAO reviews minutes with management team to determine action items and identify follow up tasks.

Review at regular Manager's Meetings to ensure tasks are being completed.

COMMUNICATION:

The approved minutes will be posted onto the town's website for public viewing.

OTHER COMMENTS:

Minutes for the past several years are available for public viewing on the website.

Presented at the November 14th, 2023, Regular Council Meeting for the Town of Penhold



CAO



Town of Penhold

ORGANIZATIONAL MEETING MINUTES

October 23rd, 2022
Council Chambers

Mayor:

Mayor Yargeau

Councillors:

Teresa Cunningham

Cameron Galisky

Shawn Hamm

Shaun Kranenborg

Tyrone Muller

Absent:

Ken Denson

Staff:

Rick Binnendyk, CAO

Bonnie Stearns, Legislative Asst

Mayor called the meeting to order at 6:47pm.

2. **Adoption of the Agenda**

2023-01

Councillor Hamm moved to approve the 2023 Organizational Agenda as presented.

CARRIED UNANIMOUSLY

3. **Deputy Mayor**

Deputy Mayors

March 2023 – October 2023: Councillor Kranenborg

November 2023 – June 2024: Councillor Hamm

July 2024 – February 2025: Councillor Denson

March 2025 – October 2025: Councillor Cunningham

2023-02

Councillor Muller moved that Council accepts Hamm as the Deputy Mayor from November 1st, 2023 to June 30th 2024.

CARRIED UNANIMOUSLY

4. Date, Time and Location of Regular Council Meetings

2023-03

Councillor Kranenborg moved that the Regular Council Meetings begin at 6:00 pm and that the meetings be the 2nd & 4th Mondays of each month;

AND FURTHER that should the Council Meeting fall on a statutory holiday, the meeting shall be scheduled for the following day which is not a statutory holiday.

CARRIED UNANIMOUSLY

5. Signing Authority

2023-04

Councillor Hamm moved that Council approve Mayor Yargeau, Councillor Cunningham and Councillor Denson continue to have signing authority for the Town.

CARRIED UNANIMOUSLY

6. Town Auditor: BDO Canada LLP – Red Deer Accountants Contract

2023-05

Councillor Muller moved that Council approves BDO Canada LLP – Red Deer Chartered Professional Accountants continue as Town Auditor, as outlined in the current agreement;

AND FURTHER that Administration plan to put a tender out in 2024 once current agreement is set to expire.

CARRIED UNANIMOUSLY

7. Appointment of Council Members to Authorities, Boards, Commissions & Committees

Government & Legislative Departments:

Administration:

- Council Staff Events:
 - 2023/2024 – Councillor Denson; Alternate – Mayor Yargeau

2023-06

Councillor Cunningham moved that Council approves the Council member as appointed above.

CARRIED UNANIMOUSLY

Emergency & Protective Services:

Restorative Justice:

- 2023/2024 – Councillor Kranenborg

2023-07

Councillor Galisky moved that Council approves the Council member as appointed above.

CARRIED UNANIMOUSLY

Environmental Services:

South Red Deer Regional Waste Water Commission:

- 2023/2024 – Councillor Muller; Alternate – Mayor Yargeau

Central Alberta Regional Waste Management Commission:

- 2023/2024 – Mayor Yargeau; Alternate – Councillor Muller

2023-08

Councillor Kranenborg moved that Council approves the Council members as appointed above.

CARRIED UNANIMOUSLY

Planning & Development:

Municipal Planning Commission (3 council members; 2 members at large; chair and vice chair)

- 2023/2024 – Councillors Muller, Kranenborg, Galisky; Alternate – Councillor Hamm
- 2023/2024 – Chair Councillor Muller; Vice Chair Councillor Kranenborg
- 2023/2024 – Members at Large: Kyle VandenBrink;
(Admin will advertise seat available as Cody Wallis no longer lives in Penhold)

Parkland Community Planning Services (PCPS)

- 2023/2024 – Councillor Cunningham ; Alternate – Mayor Yargeau

Inter-municipal Relations

- 2023/2024 – Mayor Yargeau and Councillors Denson and Hamm

2023-09

Councillor Hamm moved that Council approves the Planning and Development areas as presented.

CARRIED UNANIMOUSLY

Economic Development:

- Central Alberta Economic Partnership
 - 2023/2024 – Councillor Hamm; Alternate – Councillor Denson
- Community Futures Central Alberta
 - 2023/2024 – Mayor Yargeau

2023-10

Councillor Galisky moved that Council approves the Council Members as appointed above.

CARRIED UNANIMOUSLY

Public Health & Welfare:

- Parkland Foundation
 - 2023/2024 – Councillor Denson; Alternate – Mayor Yargeau

- Community Services Advisory Board – Bylaw 676/12 (2 members)
 - 2023/2024 – Councillor Muller; Alternate – Councillor Kranenborg
- Red Deer & District Family and Community Support Services (FCSS)
 - 2023/2024 – Councillor Galisky; Alternate – Councillor Muller
- Penhold Fall Festival
 - 2023/2024 – Mayor Yargeau; Alternate – Councillor Cunningham
- Penhold District Museum
 - 2023/2024 – Councillor Cunningham; Alternate – Councillor Denson
- Seniors Drop-in Centre (last Thursday @ 2:00pm)
 - 2023/2024 – Councillor Denson; Alternate – Councillor Cunningham
- Central Alberta Combative Sports Commission
 - 2023/2024 – Councillor Kranenborg; Alternate – Councillor Galisky
- Combative Sports in Alberta
 - 2023/2024 – Councillor Kranenborg

2023-11

Councillor Muller moved that Council approves the Council Members as appointed above.
CARRIED UNANIMOUSLY

Library Services:

- Parkland Regional Library System (PRLS)
 - 2023/2024 – Councillor Cunningham

2023-12

Councillor Hamm moved that Councillor Cunningham will serve on the Parkland Regional Library System (PRLS) Board for the 2023/2024 term.
CARRIED UNANIMOUSLY

- Penhold and District Library
 - 2023/2024 – Councillor Cunningham

2023-13

Councillor Kranenborg moved that Council approves Councillor Cunningham be appointed as above.
CARRIED UNANIMOUSLY

School Liaison:

- Jessie Duncan School
 - 2023/2024 – Councillor Galisky; Alternate – Councillor Muller
- Penhold School
 - 2023/2024 – Councillor Denson ; Alternate – Councillor Hamm
- Penhold Crossing High School
 - 2023/2024 – Councillor Kranenborg; Alternate – Councillor Cunningham

2023-14

Councillor Cunningham moved that Council approves the Council Members as appointed above.

CARRIED UNANIMOUSLY

8. Items of Business

8.1 Review of Travel Allowances

2023-15

Councillor Muller moved that the travel allowances be approved as presented, and effective November 1, 2023.

CARRIED UNANIMOUSLY

9. Adjournment

2023-16

Councillor Muller moved to adjourn the 2023 Organizational meeting at 7:03 pm.

CARRIED UNANIMOUSLY

MAYOR

CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Rick Binnendyk

SUBJECT: Varme Energy

RECOMMENDATION:

That Council accepts the Varme Energy presentation as information.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer’s Responsibilities. Advises and informs the council on the operation and affairs of the municipality. This report is an extension of the CAO’s update report.

STRATEGIC RELEVANCE:

DESIRED OUTCOME(S):

That Council is apprised of information that either impacts the Town of Penhold directly or provides information of interest.

RESPONSE OPTIONS:

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

If Council wishes to participate in this project, further inquiry will be required to determine the Town’s level of responsibility.

GENERAL:

See attached email and news article for information.

ORGANIZATIONAL:

FINANCIAL:

FOLLOW UP ACTION:

To be determined by Council.

COMMUNICATION:

OTHER COMMENTS:

Presented at the November 14th, 2023 Regular Council Meeting for the Town of Penhold

A handwritten signature in black ink, consisting of stylized initials or a name, positioned above a horizontal line.

CAO

From: Samir Hamid <samir@varme.ca>
Sent: Tuesday, October 24, 2023 2:46 PM
To: Richard Binnendyk <rbinnendyk@townofpenhold.ca>
Subject: Varme intro email and overview

Good Afternoon Richard,

Varme Energy is a project development company focused on waste to energy with integrated carbon capture projects. We are developing a project in the Town of Innisfail that will divert and process over 100,000 tonnes of waste annually from the surrounding municipalities across Central Alberta, generating clean electricity. The CO2 from the combustion process will be captured and stored underground locally, contributing to an industrial emissions solution hub for Central Alberta.

Attached is an overview of our Innisfail and Central Alberta Project along with a link to a recent news article demonstrating Sylvan Lake's commitment to enabling landfill diversion for the region.

<https://www.reddeeradvocate.com/news/proposed-innisfail-waste-to-energy-plant-gets-sylvan-lakes-support/>

We would love the opportunity to present our company and the opportunity to participate in this project to your administration.

Cheers,

Samir Hamid

Waste Manager

780-884-4994

www.Varme.ca



Proposed Innisfail waste-to-energy plant gets Sylvan Lake's support

Sylvan Lake signs letter of intent to divert 7,000 tonnes of annual waste to plant

- PAUL COWLEY
- Oct. 19, 2023 3:30 p.m.
- LOCAL NEWS
- NEWS

The company behind a proposed Innisfail waste-to-energy project has lined up a preliminary commitment from the Town of Sylvan Lake to divert its 7,000 tonnes of garbage annually.

Sylvan Lake's mayor and council have signed a letter of intent to divert all of its municipal waste from landfills to Varme Energy's \$100- to \$200-million waste-to-energy and carbon capture project.

The plant will be designed to process 100,000 tonnes of waste annually and convert it into emissions-free heat and power while capturing carbon at the end.

“The Town of Sylvan Lake is excited to see what Varme Energy can bring to Sylvan Lake,” said Sylvan Lake Mayor Megan Hanson in a statement announcing the agreement, which was signed last Friday.

“We hope the process of regulatory approvals moves quickly for their planned waste-to-energy facility in Innisfail.”

If the project goes ahead, Sylvan Lake would divert about 175,000 tonnes of garbage from landfills over the facility’s 25-year-lifespan.

Varme Energy CEO Sean Collins anticipates the Sylvan Lake announcement will soon be followed by others from central Alberta municipalities which have been approached for support and told the company will match the communities’ current tipping fees.

“We’ve had really good positive dialogue with the surrounding municipalities,” said Collins. “There are six or seven other municipalities in the region that we’ve gotten in front of mayor and council and administration and have had really positive dialogue.

“I’m expecting this is going to be the first of many (announcements) in the next couple of months.”

Collins has also pitched the project to Calgary’s council.

The company had set an end-of-year target to nail down commitments for the necessary waste supply and he is optimistic they will reach that target or at least in the first quarter of 2024.

Opportunities for waste-to-energy and carbon capture appear to be growing stronger. The company is also working on a waste-to-energy and carbon capture and storage project in the Industrial Heartland near Edmonton that would process up to 150,000 tonnes of waste annually.

“It looks like the province is going to add a support mechanism for carbon capture similar to the federal government one.”

The federal government is dangling a 50 per cent tax credit for carbon capture projects and the province is mulling a 12 per cent credit.

Alberta's carbon capture support would be a big boost to projects such as Varme Energy's, he said.

"I think the carbon capture industry in Alberta is poised for a really successful 2024."

Varme has also been lobbying the federal government — with signs of support from all major parties — to have waste-to-energy and carbon capture included in a clean electricity tax credit program.

The town of Sylvan Lake has long shown enthusiasm for finding a way to process waste rather than landfill it. The town was working with Fog Dog Energy Solutions on a no-landfill facility for three years before terminating the agreement in 2021 when the necessary technology could not be lined up.

Varme Energy is the Canadian subsidiary of Green Transition Holdings, a Norway-based company with extensive experience developing waste-to-energy facilities in Europe. It plans to use its international experience to develop waste-to-energy facilities in Canada.



REQUEST FOR DECISION

Department: Administration

Submitted by: Rick Binnendyk

SUBJECT: Council Update Report

RECOMMENDATION:

That Council accepts the CAO's update report as information.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached ___ Available ___ Nil X

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer's Responsibilities.

STRATEGIC RELEVANCE:

Focus on strategic priorities and operational initiatives.

DESIRED OUTCOME(S):

Keeping Council current on community initiatives.

RESPONSE OPTIONS:

1. Verbal clarity on something that was identified.
2. Investigate an area in more depth for possible decision-making focus.

PREFERRED STRATEGY:

- Have an informed Council team.
- To identify an area that may need additional focus for policy change.

IMPLICATIONS OF RECOMMENDATION:

Information item only

COUNCIL FOLLOWUP:

Dec. 1st - Town Christmas Party (make sure you confirm with Bonnie)

Projects:

Schools:

- The path system connecting the P Loop at the school has been completed. Our office has sent a bill to Chinooks Edge School Division.

- Servicing to the property line has been awarded to United Utilities. They will be in this week to bring water/sewer to property line.
- The school building contract was awarded to Crawford Construction. In discussion with their lead personnel, they obtained the contract this past week and are now working through timing and details for the project. Anticipated start date is March 2024.

Public Works/Fire Hall Site:

- As the team moves forward on the validation process, our office will be in search of possible funding options to assist in the building.

Active Transportation Fund:

- The path system is completed for 2023; remaining work will proceed in spring of 2024.
- The bridge is scheduled to be placed in November of this year.

Administration:

- Staff have been focused on 2024 budget development. Once this has been completed, we will then move to asset retirement focus for year end. This is looking at structures mostly for Penhold and identifying the following:

- Type of obligation
- Risk/Liability
- Costing for the Liability

This is new to the 2023 financial reporting. Unfortunately, with little direction, we will do the minimum requirement until clarity can be obtained.

- Tax Sale preparations are moving forward.
 - Staff placed notices on doors and our office has received some response.
 - We have one house that has been cleared with one outstanding. One manufactured home that has been addressed and one more that may have a payment program.
 - The Tax Sale is scheduled for Nov 30th.
- **Penhold Estates Park:** our team has been maintaining pressure on the property owners to deal with the respective areas of concern: roads, power lines and dilapidated units. To date: there have been six power permits pulled, with one unit cleaned up and the second under discussion. The roads remain pending.
- After an onsite review of Waskasoo Avenue, north of Highway #42 there will be some changes in an effort to bring more lighting to the intersection. We anticipate seeing the revised concept this week; estimated time for construction, by end of January.
- Met with Red Deer County, CAO Mr. Herzberg and connected on several projects:
 - ICF's – there are several agreements under review by MA that may have a defining clarity on ICFs for the future; waiting for the outcome.

- Highway Vicinity Management agreement discussion to see if the County is in negotiations on this.
 - Budgets
- We have a regional CAO meeting this coming Friday. Looking forward to hearing how everyone is doing with their budget deliberations/upcoming focuses.
- Thank you to Councillor Muller for forwarding pages of possible funding opportunities. I did send several possibles to our internal departments and to an outside developer for information purposes.
- There have been several long-term residents who have passed over the last few weeks:
 - Bob Blair
 - Elsie Newton
 - Marg Barker
 Our thoughts and prayers go out to their families.
- Met with the president of Paws & Claws and requested a business plan so we can present a plan to Council on how the Town might support Paws & Claws in their desire of a local location for their business. Janet identified they will bring something back in the near future.

Development Items:

- Working with an individual who is looking to possibly develop a land parcel for residential use.
 - An Environmental Assessment has been requested.
- Fleming Avenue industrial build is moving along well: walls are up, roof is on and perimeter is getting prepped for trucks.
- Suds-Station CarWash has finished placing screening around their site.
- Sept. 11th met with Eagle Engineering on the roundabout adjustments at Hwy 2A and #42. Our electronic sign will need to be moved further to the south. AT has committed to doing this change.

FOLLOW UP ACTION:

- Continue working with projects occurring in town
- Active Transportation project
- Strategic Planning document finalization
- 2024 Budgets

COMMUNICATION:

This is meant to keep the Council informed on the Town's administrative activities.

OTHER COMMENTS:

Presented at the November 14th, 2023, Regular Council Meeting for the Town of Penhold.

A handwritten signature in black ink, appearing to be the initials 'AB', is positioned above a horizontal line.

CAO



REQUEST FOR DECISION

Department: Multiplex

Submitted by: Michael Szewczuk

SUBJECT: Monthly Report

RECOMMENDATION:

That Council accept the Multiplex Manager's monthly report as information.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached ___ Available ___ Nil X___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

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STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted as information

RESPONSE OPTIONS:

Council defers back to administration for more information.

PREFERRED STRATEGY:

Information on happenings in the Multiplex.

IMPLICATIONS OF RECOMMENDATION:

Document is filed

GENERAL:

Multiplex – The renovations have started on the "Life Studio" and they are coming along well. Staff are doing an amazing job converting the room with a limited budget and limited experience. This is a project that is a little more out of the realm of regular work for the staff, but the project also affords them new experiences. While parts of the project have been slow due to staff availability and product backorders, we will have the first fitness class in the space for November 7th.

We have seen our fair share of excitement in the Multiplex for the month of October. There were a few cases of graffiti and a little vandalism thrown in for good measure. While the staff have done a great job to clean everything up and get the facility looking great again, we haven't had the opportunity to have conversations with all of the culprits.

Winter came in with a bang in October. We had three HVAC units go down in the building on small things, a motor here and a control board there, easy stuff. But we also discovered one unit with a cracked heat exchanger. While it may not sound bad, unfortunately it is. That unit is no longer operational so it will be replaced with a rental unit until we can get a new one which is roughly 12-14 weeks away.

Our new door counter seems to be much more accurate than the old one we had. We have had roughly 22,261 people visit the Multiplex in October.

The solar panels produced roughly 19,578 kWh and prevented the generation of roughly 13,704 kg of carbon. These solar panels have potentially saved the town \$1,664.00 in electricity costs for the month of October.

Fitness –

	October 2022	October 2023
MEMBERSHIP SALES	\$10,003.30	\$11,395.50
DROP-INS	\$403.00	\$392.75
TRAINING	\$2,274.50	\$1,027.88
TANNING	\$47.25	--
DROP IN GYM	\$639.50	\$693.00
TOTAL REVENUE	\$13,367.55	\$13,509.13

A total of **28** fobs were issued for 24-hour members.

The Fitness Centre had **69** new or returning members for the month of October.

Fitness class participation has remained steady, with classes averaging around 10-11 participants. The classes offered were Full Body Hiit Mix, Butts n’ Guts HIIT, Burn & Turn Spin, Recovery + Mobility, Booty Barre, Freedom Flow, Peaceful Yoga, Pump it Up, Step, IN the Zone, and POUND. October classes held steady and everyone is looking forward to being back in the new and improved Life Studio once it is completed.

Learn to Skate is off to a strong start. October classes saw a revenue of \$720.00 and the upcoming rounds for November and December are already full.

	October 2023	Totals 2023
Penhold Sr Track Users	35	395
Kids Gym Activities (mornings)	208	1,325
Staff Fitness Usage	40	330
Penhold Fire Dept	33	356
Pickle Ball	90	726

The above chart will now be used for tracking information for 2023 year.

ORGANIZATIONAL:

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

OTHER COMMENTS:

Presented at the November 14th, 2023 Regular Council Meeting for the Town of Penhold

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CAO



REQUEST FOR DECISION

Department: Public Works

Submitted by: Brandon Kowalchuk

SUBJECT: Council Report

Date: November 14, 2023

RECOMMENDATION:

That Council accepts the Public Works report as information.

CAO COMMENTS:

RECOMMENDATION **Report/Document:** Attached ___ Available ___ Nil X ___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer’s Responsibilities. This report is an extension of the CAO’s update report.

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

Accepted for information

RESPONSE OPTIONS:

Council defers back to administration for more information

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Operational

GENERAL:

FOLLOW UP FROM PREVIOUS COUNCIL MEETINGS:

- Information requested has been posted.

WATER – Water consumption for October is up 9% from this time last year with 23,250 m³ of water produced for the community. Operators installed 1 new water meter in a new residence. Monthly water meter reads were done on October 12th. Operators had a demo on the Compliance360 website that maintains their Environment Certification and were able to give input in features they would like to see with the website. An empty chlorine gas bottle was changed at both reservoirs and replaced with a full bottle. Operators reviewed and updated the

Drinking Water Safety Plan for the Town of Penhold. All the batteries have been exchanged for all the backup UPS devices in both reservoirs. Annual fall flushing & hydrant pump was completed on Oct 18th.

SEWER – As of September 30th, 2023; sewer flows were 23,829 m³ for the month which is down 4% compared with the previous year.

There were 52 credit card users and 15 tokens used for the sanidump during October. The sanidump closed for the season on October 23rd. Annual fall flushing of sewer mains was completed on October 18th. There were two after hour call outs to our in-town lift station for high level alarms due to a sensor fault. Operators attended Confined Space Training on Oct 31st.

SRDRWC – Public Works staff spent 191.5 hours working on the Regional System in October and there was one after hour's callout on the system. Operations Safety meeting was held on Oct 10th. Sterling was out working on repairing the sluice gates at Penhold Lift Station #4. Operators investigated an odor complaint near Garden Heights in Red Deer where the regional line runs. Oct 20th Amgas topped up the scrubbers' water totes with a methanol mixture. Monthly inspections of SRD facilities were completed.

TRANSPORTATION –Pathways project is still ongoing but delayed due to changing weather conditions. Paving of paths and landscaping will continue in the spring of 2024. The Volvo Grader was sold at the Michener Allen Auction. Fall alleyway grading has been completed. The Public Works Yard is undergoing renovations to mitigate any future break ins and thefts by removing old sheds and replacing them with metal sea cans and extra lighting in the yard. Staff attended Fire Extinguisher Training. The RPM Snow blower is being prepped for the winter season. Our cold mix and tarring supply have been used up for some minor road and pathway repairs. Fall street sweeping started and then halted due to the shift in weather. Sand pile has been stocked up to the shed's capacity. Vehicle and equipment servicing is being done when required. Unit #23 went in for its annual CVIP Inspection. Unit #34 got its tires replaced. Unit #2 needed a power steering hose replaced. Sander was installed on the 3 ton and serviced for the season. Sander was out on Oct 24, 26, 27, and 30. Intersections were also scraped, sidewalks shovelled, pathways plowed on those dates. Sand box was placed at the entrance of Bouteiller Close.

STORM – Grates were cleaned off Oct 11th & 12th. Heater was turned on in Lincoln Lift Station. There was one after hours call out for a storm grate knocked off its seat in an alleyway in Oxford that the Operator was able to fix.

PARKS & RECREATION –Mowing and weed whacking continued around town till the weather shifted. Maintenance on mowers was done when required. Garbage's have been emptied. Watering of flowers and trees continue. Some plants have been relocated for the preparation of the winter season. Pruning of trees is ongoing. Mulch beds have been touched up with new mulch. Trenches for air lines and cement pads were constructed for the aerator system installed in the Hub pond. Aerator System was installed by ACC Water Solutions and has been active in the pond since Oct 16th. An injured goose was found near the Hub pond during the work and Medicine River Wildlife Centre was contacted and rescued the injured goose. Garbage

cans were installed in the Hub area. A Dog Poop Receptacle donated by MyLeash was installed at the Community Hub. Some staff attended the Opening Ceremonies for the Jessie Duncan School Outdoor Classroom. Black dirt was spread and smoothed out at Critters Corner with the Harley Rake attachment for the skid steer. Lincoln Street Rec Centre sign had to be repaired due to vandalism. Hay bales were picked up and placed on the culvert near Mount Penhold. Two new ride on mowers showed up sooner than expected, and staff received a demo on the units when delivered. Light Pole Christmas decorations have been checked over and prepped. Rocks have been swept off the pathway around the Hawkridge Park play structure. Snow fence has been installed in Oxford along the walking trails. Storm ponds continue to be monitored for beaver activities with one believed to still be in the Lucina Storm Pond. A trap has been set and is being monitored. Compost bins were removed earlier than planned due to the frequent dumping of non-permitted garbage, such as old deck boards and household garbage during the last few weeks of operation. Bins were removed on Oct 22nd.

MEMORIAL HALL – There is one extra event booking in November.

GARBAGE – New totes were delivered to one new residence. Residence totes have been repaired when reported.

ORGANIZATIONAL:

FOLLOW UP ACTION:

COMMUNICATION:

OTHER COMMENTS:

Presented at the November 14th, 2023, Regular Council Meeting for the Town of Penhold.



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Swearing In of Deputy Mayor Shawn Hamm

RECOMMENDATION:

That Council appoints Councillor Shawn Hamm as Deputy Mayor, to be in effect November 2023 up to and including June 30, 2024.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached ___ Available ___ Nil _ X_

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer’s Responsibilities. This report is an extension of the CAO’s update report.

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

To ensure all Councillors are assigned the Deputy Mayor role during their tenure.

RESPONSE OPTIONS:

That Council does not follow alphabetic the Swearing in of a new Deputy Mayor at this time.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Deputy Mayor Kranenborg completed his term October 31, 2023.

GENERAL:

At the Oct. 25th, 2021 Organizational Meeting Councillor Denson made a motion that Councillor Shawn Hamm is to serve an eight month term as Deputy Mayor from November 2023 up to and including June 2024. Motion was carried.

FOLLOW UP ACTION:

Switch photos around on the Council wall.

COMMUNICATION:

OTHER COMMENTS:

Presented at the Nov. 14th, 2023, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Multiplex

Submitted by: Michael Szewczuk

SUBJECT: HVAC Unit Replacement

RECOMMENDATION:

That Council approves the purchase of a new Captive Aire HVAC unit to replace the current non-operational unit with a cracked heat exchange;

AND FURTHER the estimated cost of \$39,000 be charged to the current year's operational budgets.

CAO COMMENTS:

We are looking at taking the funds out of the 2023 Operational Budgets in light of the tight 2024 budget estimations.

SUPPORTING DOCUMENTS: Report/Document: Attached ___ Available ___ Nil ___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer's Responsibilities. This report is an extension of the CAO's update report.

STRATEGIC RELEVANCE:

Maintaining current facilities to a high standard.

DESIRED OUTCOME(S):

Have an operational system in place as soon as possible as the cold season is fast approaching.

RESPONSE OPTIONS:

1. Council defers back to administration for more information.
2. Council directs the HVAC unit be added to the 2024 Capital Budget.

PREFERRED STRATEGY:

Budget 2023

IMPLICATIONS OF RECOMMENDATION:

The HVAC unit that gives heat to the hallway with the Cenotaph has failed, and the longer we wait to replace it the more it will cost in terms of a temporary rental unit.

GENERAL:

Back in September the HVAC unit in question wasn't blowing any heat as the days were starting to get colder. Staff were sent on the roof to check the belts and other minor maintenance issues as well as to reset the unit. Fans were working but heat was not coming out. It was

determined that the repair/fault was beyond our scope of knowledge, so our HVAC contractor was called in.

The unit had a control sensor that was faulty so it was replaced. However, once it was replaced and the unit fired up, gas could be faintly smelled in the building. This concerned our contractor and after a few other tests, he determined that the unit had a cracked heat exchanger. The unit was locked out at that time and taken out of service.

As the weather wasn't cold at that time, the contractor was directed to try and find a quality replacement for this HVAC unit, if at all possible. This unit was the unit that gave us problems last year and we had to replace all the wiring as it looked like it had caught on fire.

After looking for a replacement unit, we found that a replacement is 8-16 weeks from receipt of payment. If approved and a cheque is cut this week, we could see the replacement unit in February. So for the interim, we have a rental HVAC unit that was installed on Thursday November 9th that will cost the town roughly \$1,500 per month.

The costs below are estimates, until we can get the old unit off we won't know what the cost of the curb stop will be and until we get the new unit, we won't know the extent of the gas or electrical work.

Costs (Estimated):

Curb Stop Needs to be Built	\$3000.00
Gas Line piping moved	\$ 500.00
Electrical Moved	\$ 500.00
Crane to Lift unit	\$2000.00
Freight	\$1000.00
Installation of HVAC unit	<u>\$1600.00</u>
Estimated installation Total	\$8600.00

Captive Aire Heat Exchange Unit **\$29,829.00 + GST**

*This unit comes with a two year overall warranty, with a 25 year stainless steel heat exchanger warranty. Delivery would be roughly 13-14 weeks from date of purchase.

Other options identified:

ICE Unit **\$23,380.00 + GST**

Delivery is roughly 8-10 weeks from date of purchase.

The unit that we are replacing currently is an ICE unit and the company will not share any information about the unit. We have looked into just replacing the heat exchanger, but ICE will not give us a price on a new one or even give us any specifics so that we can attempt to find an aftermarket one.

Also, in regards to repairs and parts on our other ICE units, the company has been difficult to deal with and after many calls and emails to the service department, failed to send technicians out to diagnose or repair other faulty units.

While the ICE unit came in cheapest, we have had nothing but problems in dealing with ICE in trying to get service and support from them.

Engineered Air Unit

\$51,930.00 + GST

Includes freight, crane and custom curb, manufactured in Edmonton so parts and technicians only a day away. Roughly 14-16 weeks from date of purchase.

The preferred unit, and one recommended to us by our HVAC contractor, is the **Captive Aire** unit. It is a good unit with a good warranty from a respectable company operating throughout North America.

The Engineered Air unit would be nice due to the fact that it is manufactured in Edmonton, parts and engineers are only a few hours away, and is a more local product, however the cost difference is just too great.

ORGANIZATIONAL:

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

OTHER COMMENTS:

Presented at the November 14th, 2023 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Fire & Protective Services

Submitted by: Sean Pendergast

SUBJECT: 2023 - 2033 Mutual Assistance Agreement between the Town of Penhold and Town of Innisfail

RECOMMENDATION:

That Council approves Administration enter into the 2023 – 2033 Mutual Assistance Agreement between the Town of Penhold and Town of Innisfail as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached X Available ___ Nil ___

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer’s Responsibilities. Advises and informs the council on the operation and affairs of the municipality. This report is an extension of the CAO’s updates report.

STRATEGIC RELEVANCE:

As per the MGA, a municipality may provide any service or thing that it provides in all or part of the municipality in another municipality with the agreement of the other municipality.

DESIRED OUTCOME(S):

Both municipalities will benefit by assisting each other in the event of an emergency within the boundaries of their respective municipalities.

RESPONSE OPTIONS:

Council does not support the proposed 2023 – 2033 Mutual Assistance Agreement and defers back to Administration for additional information.

PREFERRED STRATEGY:

Continue to consult with Town of Innisfail Fire & Protective Services on a regular basis, to ensure the best ways to achieve the optimum deployment of Emergency Response Services to control emergencies within the areas covered by this Agreement.

IMPLICATIONS OF RECOMMENDATION:

Each party, at the request of the other party, will provide Emergency Response Services as laid out within the terms and conditions of the Agreement.

GENERAL:

The Town of Penhold and Town of Innisfail Fire and Protective Services Managers identified the significant benefits of mutual aid between the two towns. It has already been proven, throughout the year, by providing fire response and risk mitigation services across the two municipalities that would not otherwise be possible within one single municipality. Services are not limited to, but include:

- Aerial operations
- Water rescue operations
- Heavy rescue operations
- Structural suppression operations (large events often require more firefighters than either municipality has on roster)

As Penhold and Innisfail have already demonstrated a strong working relationship and collaboration between respective protective services, the desire is to have an official mutual aid document, to ensure the continuance of the collaboration.

ORGANIZATIONAL:

FINANCIAL:

FOLLOW UP ACTION:

Council directive

COMMUNICATION:

Signed agreements will be sent back for secure filing.

OTHER COMMENTS:

Presented at the November 14th, 2023, Regular Council Meeting for the Town of Penhold.



CAO

MUTUAL ASSISTANCE AGREEMENT

THIS AGREEMENT made this _____ Day of _____, 2023

BETWEEN:

THE TOWN OF INNISFAIL

-and-

THE TOWN OF PENHOLD

BACKGROUND:

The parties consider it to be to their mutual benefit to assist each other in the event of an Emergency within the boundaries of their respective municipalities.

Pursuant to the Municipal Government Act, a municipality may provide any service or thing that it provides in all or part of the municipality in another municipality with the agreement of the other municipality.

The parties wish to enter into a Mutual Assistance Agreement whereby each party, at the request of the other party, will provide Emergency Response Services pursuant to the terms and conditions set out herein.

NOW THEREFORE in consideration of the mutual terms, conditions and covenants contained in this Agreement, THE PARTIES AGREE AS FOLLOWS:

DEFINITIONS:

In this Agreement, including the background, the following words shall have the following meanings:

"Agreement" means this Mutual Assistance Agreement together with the following attached schedules: Schedule "A" - Emergency Service Response Fees.

"Emergency" means any present or imminent serious incident that, in the opinion of the Municipal Authority of the Requesting Party, cannot be brought under control by use of the available local Emergency Response Services and that requires prompt coordination or action or special regulation of persons or property to protect health, safety or welfare of people, or to limit property damage;

"Emergency Response Services" means services including, but not limited to fire, rescue, hazardous materials emergency response and emergency response to other mishap and danger, and includes any required Resources;

"Municipal Authority" means the Municipal Manager / Chief Administrative Officer, or their delegate, for the municipalities entered into this agreement;

"Municipal Government Act" means the Municipal Government Act, R.S.A. 2000, c. M- 26 as may be amended from time to time;

"Personnel" means those employees, contractors, agents, or other persons who may provide Emergency Response Services;

"Requesting Party" means a party requesting Emergency Response Services under this Agreement;

"Resources" means all Personnel, equipment and material held by, in the service of, or directly available to a party; and

"Responding Party" means a party providing Emergency Response Services under this Agreement.

Scope of Agreement

- 1) In the event of an Emergency within the boundaries of the Town of Innisfail or the Town of Penhold, each party mutually agrees to provide Emergency Response Services to the other party under the terms of this Agreement.
- 2) The terms of this Agreement shall apply to all lands in the Town of Innisfail and all lands within the municipal boundaries of the Town of Penhold.

Term

- 3) This Agreement shall be for a term of ten (10) years, commencing on the date first written above, unless otherwise terminated.
- 4) Either party may terminate this Agreement for any reason upon thirty (30) days' written notice.

Standards of Town of Innisfail Service

- 5) The Town of Penhold acknowledges and agrees that due to rural circumstances the standards of Emergency Response Services provided by the Town of Innisfail in the Town of Penhold will not necessarily meet the standards of Emergency Response Services provided by the Town of Innisfail within the Town of Innisfail.

Request for Assistance

- 6) A call for Emergency assistance made by or on behalf of the Municipal Authority shall constitute a request for Emergency Response Services under this Agreement.
- 7) Upon receiving a request for Emergency Response Services, the Municipal Authority of the Responding Party shall have the sole discretion to determine what Emergency Response Services, if any, can be provided.
- 8) Both parties acknowledge that the other party may not always be able to respond to a request for Emergency Response Services or may be appreciably delayed in responding to a request, and that either party may decline to respond to a request in the event that a conflicting responsibility may exist in their own jurisdiction.
- 9) The Requesting Party shall be responsible for such consultation and the adoption of such measures as they deem expedient in order to familiarize the Responding Party with the risks and protection facilities available to meet them in the area for which the Requesting Party is responsible.
- 10) The Municipal Authority of the Responding Party shall have the right to withdraw such Emergency Response Services at any time and to any extent that, in their sole discretion, circumstances and responsibilities require. The Responding Party shall not be liable for any loss, costs, damages and expenses whatsoever in connection with leaving an Emergency.
- 11) The Requesting Party shall release the Responding Party's Resources as soon as the Emergency has been brought under control, and prior to the release of the Requesting Party's Resources.

Chain of Command

- 12) The Municipal Authority of the Requesting Party shall remain in charge and shall direct all Resources in cooperation with the Responding Party's Municipal Authority.

Fees

- 13) The Requesting Party shall compensate the Responding Party for all Resources provided in accordance with the fees as set out in Schedule "A" to this Agreement.
- 14) All fees are due and payable to the Responding Party within thirty (30) days from when the Requesting Party receives an invoice for such fees.
- 15) The Municipal Authority of the Responding Party may, in their sole discretion, waive any or all fees.

Hold Harmless

- 16) The Requesting Party that is accepting the Emergency Response Services shall indemnify and save harmless the Responding Party, its elected officials, officers, employees, agents, volunteers or contractors from and against any and all claims, demands, actions, causes of action, loss, costs, damages, and expense (including legal fees on a solicitor-client basis) in respect of, or in any way related to the provision of Emergency Response Services under this Agreement and, without limiting the generality of the foregoing, any action taken or thing done, or failure to take action or do a thing under this Agreement, save and except where the Responding Party was acting contrary to the direction of the Municipal Authority that requested the Emergency Response Services.
- 17) In the event that a Responding Party acts independently of the Requesting Party, the Responding Party shall not be entitled to indemnity pursuant to Section 16 but shall be responsible for its own legal liabilities and shall accordingly indemnify and save harmless the Requesting Party under this Agreement for any and all liabilities, actions, damages and claims of whatever nature or kind arising out of the independent act of the Responding Party in connection with the Emergency.
- 18) Notwithstanding Section 16 above, the Responding Party shall not be liable for any loss, costs, damages and expenses whatsoever in connection with failure to supply the Emergency Response Services for any reason whatsoever, or for any delay in arrival of the Emergency Response Services for any reason whatsoever, or for any withdrawal of the Emergency Response Services for any reason whatsoever.

Indemnity

- 19) Each party agrees to indemnify and save harmless the other party, its elected officials, officers, employees, agents, volunteers and contractors with respect to any and all claims, demands, actions, causes of action, loss, costs in respect of or in any way related to damages and expenses (including legal fees on a solicitor-client basis) or proceedings

brought against each party by any third party with respect to any event that occurs during the period of time that Emergency Response Services were provided, and which is attributed to or in any way connected with the provision of Emergency Response Services by the parties under this Agreement.

Insurance

20) Each party shall, at its sole cost, obtain and maintain in force a policy or policies of insurance providing the following amounts of coverage:

- a) Workers' Compensation Board coverage in accordance with the laws of the Province of Alberta, and Employer's Liability Insurance with a minimum limit of one million dollars (\$1,000,000) per accident and for bodily injury by disease, per employee;
- b) Commercial General Liability Insurance with a minimum combined single limit of liability of five million dollars (\$5,000,000) per occurrence insuring against bodily injury, property damage and personal injury and non-owned automobile liability. Such policy will have a general aggregate limit of not less than ten million dollars (\$10,000,000);
- c) Automobile Liability Insurance covering use of all owned and hired automobiles by each party, with a minimum limit of liability for bodily injury and property damage of five million dollars (\$5,000,000) per occurrence and which includes an endorsement giving the operator permission to carry passengers for compensation; and
- d) Professional Liability Insurance with a minimum limit of liability (including for bodily injury) of five million dollars (\$2,000,000) per occurrence and an annual aggregate of not less than five million dollars (\$2,000,000) insuring the operator and its employees against errors, omissions, mistakes, misstatements, and negligence.

21) Each policy shall name the other party as additional insured with respect to any claim arising out of the Responding Party's obligations under this Agreement or the Responding Party's provision of Personnel, services, equipment or material pursuant to this Agreement, and shall contain cross liability and severability of interest clauses.

22) If any of the above policies are written on a claims-made basis, they will be maintained for a period of 39 months following the termination or expiry of this Agreement.

23) Each party shall provide certificates of insurance in a form acceptable to the other party evidencing that:

- a) the above insurance policies are in force;

b) at least thirty (30) days' written notice will be provided to the other party prior to any cancellation or restrictive modification of the policies; and

24) At any time and at either of the party's request, the other party shall provide a certified copy of each insurance policy required under this Agreement.

General Provisions

25) The Parties agree to consult on a regular basis, through their Municipal Authorities, on the best ways to achieve the optimum deployment of Emergency Response Services to control emergencies within the areas covered by this Agreement.

26) In case of any dispute arising between the parties as to their rights and obligations under this Agreement, a party shall be entitled to give the other party notice of such dispute and to request a dispute resolution process between the Municipal Authorities of the affected parties. If dispute resolution is unsuccessful the parties must, with respect to the particular matters in dispute, agree to submit same to binding arbitration by a single arbitrator administered in accordance with the provisions of the Alberta Arbitration Act, as amended.

27) Notice required or permitted under this Agreement shall be sent to the intended recipient at its address to such other address as each party may from time to time direct in writing.

28) Notice shall be served by one of the following means:

a) by delivering it to the address of the party's municipal address during normal business hours. Notice delivered in this manner shall be deemed received when actually delivered;

b) by mailing via first class registered post, postage prepaid, to the party to whom it is served. Notice so served shall be deemed to be received five (5) days after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.

29) The parties are public bodies under the Freedom of Information and Protection of Privacy Act (Alberta) which provides for access to personal information under its custody and control and for the protection of personal information. The contents of this Agreement and all records provided by the parties pursuant to this Agreement may be available to

the public by operation of law. The parties shall ensure that in implementing this Agreement, adherence is made to the requirements of the applicable privacy legislation.

- 30) Any term, condition or provision of this Agreement, which is or shall be deemed to be void, prohibited or unenforceable shall be severable and ineffective to the extent of such voidance, prohibition or unenforceability without in any way invalidating the remaining terms, conditions or provisions hereof; and any such voidance, prohibition or unenforceability shall not invalidate or render unenforceable, any other term, condition or provision hereof.
- 31) The failure of either party to enforce or insist upon compliance with any of the terms and conditions of this Agreement, or to exercise any rights under same, shall not constitute a waiver or relinquishment of any such terms, conditions, or rights. The mere passage of time or the giving of notices or the execution of revisions, modifications or extensions to this Agreement shall not affect other terms, conditions, or rights in and under this Agreement unless expressly stated. A term of this Agreement, or a right created under it, may not be waived, or varied except in writing signed by both parties.
- 32) The parties hereto may, by mutual agreement, in writing, alter, amend, modify, or vary the provisions of the main body of this Agreement and any or all of the schedules or substitute entirely new schedules, subject to any other rights of amendment contained herein.
- 33) This Agreement sets forth the entire Agreement and supersedes and replaces any and all prior agreements between the parties, whether written or oral, regarding the subject matter hereof.
- 34) This Agreement will be governed by, and construed in accordance with, the laws of the Province of Alberta and the laws of Canada applicable therein. The courts of the Province of Alberta will have exclusive jurisdiction over all matters arising in relation to this Agreement and each party hereby will irrevocably attorn to the exclusive jurisdiction of the courts in the Province of Alberta.
- 35) This Agreement may not be assigned in whole or in part by either party without the prior written consent of the other party. This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.
- 36) This Agreement may be executed and delivered in any number of counterparts, each of which when executed and delivered is an original, but all of which taken together constitute one and the same instrument. This Agreement may be executed by facsimile or electronic mail and the facsimile or electronic mail execution pages shall be binding upon the executing party to the same extent as the original executed pages.

IN WITNESS WHEREOF the parties hereto by their respective officers have set their hands and seals the day and year first above written.

TOWN OF INNISFAIL

TOWN OF PENHOLD

DRAFT

Schedule "A" Emergency Service Response Fees

Town of Innisfail Fees and Charges

1. The fees and charges payable to the Town of Innisfail for Resources are as follows:
 - a. for Personnel, the actual costs incurred by the Town of Innisfail, to be determined by the Town of Innisfail in its sole discretion;
 - b. for all other Resources the fees and charges as set out in

The Town of Penhold Fees and Charges

2. The fees and charges payable to the Town of Penhold for Resources are as follows:
 - a. for Personnel, the actual costs incurred by the Town, to be determined by the Town in its sole discretion;
 - b. for all other Resources the fees and charges as set out in

Terms Applicable to both Parties

3. The minimum fee charged shall be for two (2) hours for each Resource provided to the Requesting Party. Additional times shall be calculated on an hourly basis; in which instance time in excess of thirty (30) minutes shall be deemed to be one (1) hour of service for the purpose of calculating the appropriate fee.
4. Fees and charges for Emergency Response Services are G.S.T. exempt.



REQUEST FOR DECISION

Department: Public Works

Submitted by: Nancy Podgurski

SUBJECT: Outstanding Utility Accounts 2020 - 2022

RECOMMENDATION:

That Council supports the finalized utility accounts with an outstanding balance for the January 2020 – December 2022 calendar year be written off as presented;

AND FURTHER should the past resident move back to town the town will reactivate the account.

CAO COMMENTS:

RECOMMENDATION Report/Document: Attached Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer's Responsibilities. This report is an extension of the CAO's update report.

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

To reconcile outstanding accounts.

RESPONSE OPTIONS:

That Council defers the January 2020 – December 2022 utility write-offs to administration and requests additional information.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Operational

GENERAL:

The attached list represents delinquent accounts dating from January 2020 to December 2022. In the absence of the full time Public Works administrative staff currently on leave, this annual process was not followed resulting in several outstanding accounts.

Moving forward, the acting Public Works Assistant/Utilities Clerk will ensure efficient follow up with residents who have outstanding accounts by sending proper forewarning letters and documentation, which will result in a higher collection rate on outstanding accounts.

It is important to note that these outstanding accounts are accounts that the Town is unable to collect due to: no response from resident, vacated premises without notice, properties were sold and rental accommodations. The outstanding amount for utility accounts from January 2020 – December 2022 is less than 1% or 0.58% of the total amount collected for utilities. See copy of the listing attached.

ORGANIZATIONAL:

FOLLOW UP ACTION:

As directed by Council

COMMUNICATION:

OTHER COMMENTS:

Presented at the November 14, 2023 Regular Council Meeting for the Town of Penhold.

A handwritten signature in black ink, appearing to be 'RAB', is written above a horizontal line.

CAO



REQUEST FOR DECISION

Department: Operations, Fire & Protective Services

Submitted by: Sean Pendergast

SUBJECT: Validation Report – Public Works/Emergency Service Combined Building

RECOMMENDATION:

That Council accepts the Operations/Fire & Protective Services request to proceed with a Validation Report for a Public Works/Emergency Service combined building.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached ___ Available ___ Nil X

KEY ISSUE(S)/CONCEPTS DEFINED:

- Grant funding for the capital construction of a combined Operations and Emergency Services building is tied to the completion of a validation report on the feasibility of net-zero energy in the building.
- Construction of the building is contingent on validation of the size and scope of building compared to available budget.

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer’s Responsibilities. This report is an extension of the CAO’s update report.

STRATEGIC RELEVANCE:

Project Management: Public Service Building.

DESIRED OUTCOME(S):

To finalize the validation study with the preferred Integrated Project Delivery team to meet the Federal Government funding program criteria and secure funding with a grant to move this project forward.

The net-zero Public Services Building will include Operations and Emergency Services as an integrated new build with new technology bringing the building as a show case for integration and innovation for western Canada.

RESPONSE OPTIONS:

1. Verbal clarity on something that was identified.
2. Investigate an area in more depth for possible decision-making focus.

PREFERRED STRATEGY:

IMPLICATIONS OF RECOMMENDATION:

Contract signing of a CCDC30 Integrate Project Delivery team.

GENERAL:

We have identified the preferred IPD team through a RFP process posted on Alberta Purchasing Connection and through four team interviews. The recommended team includes the following:

- Clark Builders (Prime Contractor)
- ACI Architecture (Prime Consultant)
- ENGSPiRE (Structural Engineer)
- Remedy/Fox Engineering (Mechanical Engineer)
- SMP (Electrical Engineer)
- Revolve Engineering (Energy Consultant)
- World Class Contracting (Mechanical Trade)
- Canem Systems (Electrical Trade)

The estimated cost of validation is \$350,000

- It is estimated the validation report will be ready for late April of 2024
- It is estimated the Protective Services Manager will spend 235 hours on the validation report.
- It is estimated the Operations Manager will spend 200 hours on the validation report.
- It is estimated the CAO will spend 50 hours on the validation report.

FOLLOW UP ACTION:

Once the validation has been confirmed and the project is eligible for Federal funding. The town will then need to begin community consultation for future borrowing funds for this project. Over this winter the town will be investigating other potential grant programs to further assist in the cost recovery of this possible new build. A financial business case will be presented to Council in the Spring to determine if the build moves forward.

If the town decides to move forward a borrowing bylaw will be required that will encourage community consultation for the build. Admin. will present to council the town's debt level with ongoing yearly costing. Borrowing for this building will place the town in the upper level of our current debt limits if further funding is not found.

COMMUNICATION: The town will identify that we are in the process of a validation report for the building type. The focus is going green with innovative ideas.

OTHER COMMENTS:

For the valuation cost there is some funding commitment to assist with the cost. It appears to be between 40 and 50 %.

Presented at the November 14th, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Public Works

Submitted by: Brandon Kowalchuk

SUBJECT: Charge to receive a paper copy of the monthly Utility Bill

RECOMMENDATION:

That Council direct Administration to proceed with adding a \$2.00 charge for customers to receive a paper copy of their monthly utility bill;

AND FURTHER that this fee come into effect and charged on the January 2024 billing.

CAO COMMENTS:

We have seen an increasing number of businesses charging for paper invoices. The minimum fee identified is \$ 2.00 with the higher end costs of \$6 per invoice.

RECOMMENDATION

Report/Document: Attached ___ Available ___ Nil X

KEY ISSUE(S)/CONCEPTS DEFINED:

Efforts to encourage residents to receive their monthly utility bills electronically through the Reporter, social media, town website, and utility bill insert have had little response. Less than 32% of our customers receive their bill electronically. There are currently still approximately 986 customers receiving paper copies of their bill. Most utility companies charge a fee to receive a paper copy of your bill. The approximate cost of mailing a utility bill is \$2.00 per bill each utility run. It is recommended that this fee be effective on the 2024 January billing to allow residents the time to sign up for electronic billing before the fee is implemented.

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer’s Responsibilities. This report is an extension of the CAO’s update report.

STRATEGIC RELEVANCE:

Governance

DESIRED OUTCOME(S):

Encourage residents to receive electronic utility bills and reduce operational costs.

RESPONSE OPTIONS:

That Council defers back to Administration for more information.

PREFERRED STRATEGY:

Administration proceeds with the project

IMPLICATIONS OF RECOMMENDATION:

2024 budget and ongoing operations

GENERAL:

Council was presented with a similar RFD at its Mar. 13, 2023, Regular Council meeting. The RFD recommended a fee for each monthly paper utility bill and that it come into effect July 1, 2023.

Council made a motion to table the motion and directed Administration to further communicate with residents the advantages of E-Billing through utilities insert and social media; and further that Administration bring back this cost savings method to Council at the Budget meeting in November.

Communication with residents has been ongoing since March with notices included in the Reporter, Utility Bill inserts, E-News and social media.

ORGANIZATIONAL:

Brandon Kowalchuk/Nancy Podgurski

FOLLOW UP ACTION:

Next billing period a further insert clearly identify the new policy change and encourage to go electronic to save the \$ 2 monthly fee.

COMMUNICATION:

Town website, Utility bill insert, Reporter and social media.

OTHER COMMENTS:

Presented at the November 14th, 2023 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Public Works

Submitted by: Brandon Kowalchuk

SUBJECT: New Middle School Utility Services

RECOMMENDATION:

Council approves Administration proceed with the quoted price of \$43,495.77 from United Utilities to do the installation of water & sewer utility services to the property line for the new middle school.

CAO COMMENTS:

RECOMMENDATION Report/Document: Attached ___ Available ___ Nil X

KEY ISSUE(S)/CONCEPTS DEFINED:

In agreement with Chinooks Edge, the Town will provide the water & sewer services to the property line of the new middle school grounds from the existing utility mains on Waskasoo Avenue.

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 - Section 207 – Chief Administrative Officer’s Responsibilities. This report is an extension of the CAO’s update report.

STRATEGIC RELEVANCE:

Operational

DESIRED OUTCOME(S):

That administration proceed with the recommendation.

RESPONSE OPTIONS:

That Council defers back to Administration for more information.

PREFERRED STRATEGY:

Operations proceed with the project.

IMPLICATIONS OF RECOMMENDATION:

Operational & Budget

GENERAL:

CAO Binnendyk has been in multiple discussions with Chinook’s Edge School Division to ensure everything is in order when they are ready to break ground on the new school project. As reported in many of his reports between May 8 and Oct. 23, the Town was in the process of designing a connection for water and sewer into the school site and that installation would take

place this summer/fall. He advised the design work for the water and sewer connection was now complete and that Public Works would be bidding the project out.

On Oct. 23, Council was advised that the servicing to the property line has been awarded to United Utilities and this RFD outlines the cost for the project.

ORGANIZATIONAL:

Administration

FOLLOW UP ACTION:

Proceed with Utility Services install

COMMUNICATION:

OTHER COMMENTS:

Presented at the November 14, 2023 Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Cancellation of the Dec. 25th, 2023 Regular Council Meeting

RECOMMENDATION:

That the December 25th, 2023 Regular Council Meetings be cancelled.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached __ Available __ Nil X

KEY ISSUE(S)/CONCEPTS DEFINED:

Christmas falls on a Monday this year therefore the Town Office is closed on Monday, Dec. 25 and Tuesday, Dec. 26.

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 153 (a) states in part that Councillors have the following duties: to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality".

STRATEGIC RELEVANCE:

To be compliant with Council Procedure Bylaw 795/2021, Council must pass a motion to cancel upcoming Council meetings.

DESIRED OUTCOME(S):

That Council meeting agendas are comprised of relevant information that either impacts the Town of Penhold directly or provides information of interest.

RESPONSE OPTIONS:

That Council does not support cancelling the December 25th, 2023 Regular Council Meeting but rather wishes to hold the meeting on Wed. Dec. 27th.

PREFERRED STRATEGY:

Determined upon response.

IMPLICATIONS OF RECOMMENDATION:

If the identified meetings are cancelled during the summer, administration will be able to focus on priority projects as well as enjoy some summer holidays.

GENERAL:

Council Procedure Bylaw 795/2021 identifies in **Section 11 Cancellation of Meetings**, "1. Council meetings may be cancelled: a) By a majority of Council, by resolution, at a previous meeting..."

December 25th falls on a Monday therefore the Regional Multiplex, Town Office and Public Works will not be working on December 25 or December 26. Town operations will resume on Wednesday, Dec. 27.

ORGANIZATIONAL:

All departments will be advised of the change in meetings and adjust their Council submissions accordingly.

FINANCIAL:

There is a savings in time and costs

FOLLOW UP ACTION:

see Communication below.

COMMUNICATION:

Cancellation of meetings will be advertised through all communication methods. Affected departments will be advised of the change in date for the submission of their respective report.

OTHER COMMENTS:

Presented at the November 14th, 2023, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Legislative Services

Submitted by: Bonnie Stearns

SUBJECT: Council Correspondence

RECOMMENDATION:

That Council receives the correspondence for information as presented.

CAO COMMENTS:

SUPPORTING DOCUMENTS: Report/Document: Attached ___ Available ___ Nil X

KEY ISSUE(S)/CONCEPTS DEFINED:

This listing identifies correspondence either attached or emailed to Council for review.

ATTACHED:

EMAIL:

- Oct. 20 ABmunis re: Alberta Municipalities' Friday News - October 20, 2023
- Oct. 23 Fire Underwriters Survey re: Petition in support of Bill C-310
- Oct. 25 ABmunis re: The Weekly – ABmunis successfully defends municipal rights in AUC proceeding on streetlights
- Oct. 25 Chinook's Edge School Division re: Board e-News - October 25, 2023
- Oct. 27 Municipal World Daily re: Your Municipal World Daily for Oct. 27, 2023
- Oct. 27 ABmunis re: Alberta Municipalities' Friday News - October 27, 2023
- Oct. 30 Municipal World Daily re: Your Municipal World Daily for Oct. 30, 2023
- Oct. 30 ABmunis re: The Weekly - ABmunis successfully defends municipal rights in AUC proceeding on streetlights
- Nov. 6 ABmunis re: Reminder: The Weekly – Introducing ABmunis' Municipal Broadband Toolkit!
- Nov. 6 ABmunis re: Alberta Municipalities' Friday News - November 3, 2023
- Nov. 7 Municipal World Daily re: Your Municipal World Daily for Nov. 7, 2023

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 201 (a) states in part that Councillors have the role of “..... Developing and evaluating the policies and programs of the municipality”.

STRATEGIC RELEVANCE:

Keeping Council informed on current related events.

DESIRED OUTCOME(S):

That Council is apprised of information that either impacts the Town of Penhold directly or provides information of interest.

RESPONSE OPTIONS:

1. Council may wish to have something further investigated; this item will be moved for further administrative review.
2. Council may wish to act on something and move the item for action.
3. Council may wish to move the items as information.

PREFERRED STRATEGY:

Determined upon response.

IMPLICATIONS OF RECOMMENDATION:

No further action on correspondence.

GENERAL:

The information shared with Council can have a direct impact on Penhold or provide information beneficial to Penhold.

ORGANIZATIONAL:

Legislative department receives and forwards relevant information to Council.

FINANCIAL:

No cost unless directive taken

FOLLOW UP ACTION:

As determined by Council.

COMMUNICATION:

May be directed to specific departments if potential impact.

OTHER COMMENTS:

Presented at the November 14th, 2023, Regular Council Meeting for the Town of Penhold



CAO



REQUEST FOR DECISION

Department: Corporate Services

Submitted by: Trish Willis

SUBJECT: 2024 Operating Budget

RECOMMENDATION:

That Council approve the 2024 operational budget with the identified amendments for a total of \$12,073,619.

CAO COMMENTS:

This budget has been reviewed by the management team to find additional options to further streamline expenditures. It is becoming very apparent that there is little room for changes without moving into service delivery evaluations.

In discussion with other CAO's they are experiencing contract service delivery increases from 11 to 15% increase.

The Town's Auditors is looking for more detail on asset retirement of which will have further implications on the municipal financial statements and potential future borrowing abilities. As a municipality who wishes to build a new structure funds need to be set aside to assist in this building project.

The Province has further reduced funding to assist municipalities for capital project development. This is concerning for keeping current infrastructure intact but more concerning is this will have a direct impact for good planning and addressing future capital projects.

SUPPORTING DOCUMENTS: **Report/Document: Attached X Available ___ Nil ___**

KEY ISSUE(S)/CONCEPTS DEFINED:

RELEVANT POLICY:

Municipal Government Act, Statutes of Alberta 2000, Chapter M-26 – Section 153 (a) states in part that Councillors have the duty “..... to bring to council's attention anything that would promote the welfare or interests of the municipality”.

STRATEGIC RELEVANCE:

The attached report is to keep Council informed and up-to-date on the financial activities and future expenditures for the Town of Penhold.

DESIRED OUTCOME(S):

A balanced, focused 2024 Operational Budget.
Ensure delivery of high quality services to town residents

RESPONSE OPTIONS:

That Council defers the 2024 Operational Budget back to the administration and requests additional information or changes.

PREFERRED STRATEGY:

Approve the amended budget

AND look at specific areas for more detail analysis within the next month.

IMPLICATIONS OF RECOMMENDATION:

Removing the roof repair for the community Hall at this time will balance the 2024 Operational Budget. When the budget is reviewed again in April, based on available funds, this expenditure may be added back into the budget should Council wish to proceed. Approving the Operational Budget permits administration work within operational expenditures such as wages, utilities and postage to be paid into the new year.

GENERAL:

The attached budget has been prepared with the understanding that the Council directed the increasing cost of policing and school requisitions as set out by the Province be passed on to the taxpayer.

Staff is requesting that Council remove the Community Hall roof upgrade and approve the Operating Budget knowing that it will be reviewed again early in 2024 for the capital portion of the budget when the final grant and requisition numbers have been submitted by the province. At that time, a finalized budget with Capital expenditures will be presented with municipal mill rates and school requisitions.

ORGANIZATIONAL:

Administration

FINANCIAL:

Based on the final numbers provided in the approved 2024 Operational Budget in the spring.

FOLLOW-UP ACTION:

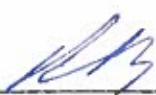
As directed by Council

COMMUNICATION:

Notify residents and businesses via social media realms, monthly Reporters, and ENews

OTHER COMMENTS:

Presented at the November 14th, 2023 Regular Council Meeting for the Town of Penhold



CAO

BUDGET SUMMARY REPORT

Date : Nov 10, 2023

Time : 11:15 am



For Period Ending 31-Dec-2024

	BUGET TOTAL	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	YEAR TO DATE TOTAL
REVENUE						
ASSETS						
TAXES	-3,759,563.00	0.00	0.00	0.00	0.00	0.00
SALES OF SERVICES	-3,592,773.00	0.00	0.00	0.00	0.00	0.00
DONATIONS	-17,250.00	0.00	0.00	0.00	0.00	0.00
FRANCHISE FEES & INTEREST	-775,000.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUE	-177,700.00	0.00	0.00	0.00	0.00	0.00
GRANTS & TRANSFERS	-1,488,787.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS FROM RESERVES	-821,521.00	0.00	0.00	0.00	0.00	0.00
REQUISITIONS	-1,441,025.00	0.00	0.00	0.00	0.00	0.00
Total ASSETS	-12,073,619.00	0.00	0.00	0.00	0.00	0.00
Total REVENUE	-12,073,619.00	0.00	0.00	0.00	0.00	0.00
EXPENSES						
EXPENSES						
STAFF WAGES	3,422,493.00	0.00	0.00	0.00	0.00	0.00
COUNCIL WAGES	351,993.00	0.00	0.00	0.00	0.00	0.00
BENEFITS	729,569.00	0.00	0.00	0.00	0.00	0.00
TRAINING	164,178.00	0.00	0.00	0.00	0.00	0.00
REQUISITIONS	1,428,229.00	0.00	0.00	0.00	0.00	0.00
MILEAGE	17,389.00	0.00	0.00	0.00	0.00	0.00
MEMBERSHIPS	18,813.00	0.00	0.00	0.00	0.00	0.00
POSTAGE, PHONE AND FREIGHT	90,844.00	0.00	0.00	0.00	0.00	0.00
ADVERTISING AND PROMOTION	29,742.00	0.00	0.00	0.00	0.00	0.00
PROFESSIONAL SERVICES	252,037.00	0.00	0.00	0.00	0.00	0.00
MAINTENANCE	840,035.00	0.00	0.00	0.00	0.00	0.00
INSURANCE	146,739.00	0.00	0.00	0.00	0.00	0.00
CONTRACTED SERVICES	1,011,413.00	0.00	0.00	0.00	0.00	0.00
GOODS & SUPPLIES	498,164.00	0.00	0.00	0.00	0.00	0.00
UTILITIES	454,742.00	0.00	0.00	0.00	0.00	0.00
PROGRAM GRANTS	261,538.00	0.00	0.00	0.00	0.00	0.00
DEBENTURES	309,921.00	0.00	0.00	0.00	0.00	0.00
OTHER FEES & CHARGES (BANK & WRITE OFF	13,921.00	0.00	0.00	0.00	0.00	0.00
Total EXPENSES	10,041,760.00	0.00	0.00	0.00	0.00	0.00
CAPITAL						
CAPITAL PROJECTS	2,146,859.00	0.00	0.00	0.00	0.00	0.00
Total CAPITAL	2,146,859.00	0.00	0.00	0.00	0.00	0.00
Total EXPENSES	12,188,619.00	0.00	0.00	0.00	0.00	0.00

BUDGET SUMMARY REPORT

For Period Ending 31-Dec-2024



	BUGET TOTAL	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	YEAR TO DATE TOTAL
Report Totals	115,000.00	0.00	0.00	0.00	0.00	0.00